

Rec. Ctr.
Noted
5/1/69

ARCHIVES AND RECORDS CENTER

12 November 1969

MEMORANDUM FOR: Post Engineer [REDACTED]

25X1A6a

SUBJECT : Moveable Shelving

REFERENCE : Your Memo, Same Subj., Dtd. 3 Nov. 1969

1. The following is in response to questions in paragraph 1-C of reference memo.

- A. Question: What is the maximum space the contractor will be allowed to work in at one time?

Answer : Two bays at any one time.

- B. Question: What type of clearances are required for the workmen?

Answer : This is a Security matter; however, even though under escort, they will be exposed to security classified records.

- C. Question: What will be the restrictions on entry and exit of workmen and/or materials?

Answer : They will be allowed access to the area they are working in from 0830 to 1700, Monday thru Friday. Naturally, they will be expected to proceed by the most direct route from the entranceway to their work area. They cannot be allowed to wander at will all over the building.

- D. Question: Is storage space available for shelving, tools, and supplies while job is underway?

Answer : There is no space available in the building for bulk storage. They can leave their working tools overnight in the area where they are working if they want to.

E. Question: Will there be any periods during contract when contractor will not be allowed access to building?

Answer : He will be able to work from 0830 to 1700, Monday thru Friday unless some unforeseen emergency should come up.

F. Question: Will each crew require a full time escort at all times?

Answer : Yes - whenever they are inside the building, they will have to be escorted.

2. It must be understood by the contractor that the building is currently filled with shelves that are loaded with boxes. These boxes must be moved before he can tear down the shelf. I think this can be done fast enough so that he will not be delayed in his work, but I cannot guarantee it.

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Chief ✓